

Road Improvement Permit Application

File Name:	 For City Use Only
File Number:	 Date Stamp

A Road Improvement Application shall include the following information, unless specifically waived by the Public Works Director. An application shall be considered incomplete if any of the required information is missing.

			Eor St	eff Llao
			For Staff Use ONLY	
REQUIRED ITEMS		Verified	Waived	
П	1.	Public Works Application Cover Sheet.		
\Box	2.	Four (4) <u>complete sets</u> of plans, including:		
		A. Name of the development;		
		B. Name, address and phone number of property owners;		
		C. Legal description(s) and parcel number(s);		
		D. Vicinity map, north arrow, and scale (1":100' maximum);		
		E. The datum and location of the City benchmark used;		
		F. Site dimensions;		
		G. Location and names of all adjacent public rights-of-way or tracts;		
		H. Location and recording number for all easements affecting the proposal;		
		I. The location of existing pavement, shoulders, curbs, roadside features, etc.		
		J. The location of proposed features, including but not limited to:		
		(1) Handicap ramp location and details;		
		(2) Mailbox locations and details;		
		(3) Grading contours and/or catch slopes;		
		(4) All proposed roadway centerline profiles;		
		(5) Roadway sections showing proposed widths and surfacing depths, including the driving surfaces and sidewalks;		
		(6) Location and details of roadways signs;		
		(7) Location and details of proposed roadway cuts;		
		(8) All required traffic striping, signing, and signalization;		
		(9) Sidewalk locations and details;		
		(10) Survey monumentation of the proposed centerline; and		
		(11) Right of Way radii and pavement radii in turnarounds.		
		K. The postmaster's approval stamp for all new mailbox installations;		
		L. Details on the repair of any damaged or reconstructed pavement;		
		M. Details of all proposed driveways;		
		N. Curbline spot elevations at all intersections; and		
		O. A note on the plan requiring a Traffic Control Plan to be submitted prior to construction.		
	3.	All plans shall be prepared, wet-stamped and signed by a State-licensed engineer.		
	4.	A list of all other required permits and dates applied for.		
	5.	An approved Traffic Control Plan.		
	6.	A guarantee or bond in the amount of 150% of the right-of-way improvement costs.		



For Staff Use ONLY			
Verified	Waived		

REQUIRED ITEMS

7. Application fee.

FEES See LMC 3.104 or contact our office for current fee information.

NOTES

- 1. The approval of a Road Improvement Permit does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Community Development, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
- 2. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.
- 3. An application may be amended only in writing.
- 4. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
- 5. It is the responsibility of the owners, applicants and agents to become aware of the requirements of the Lynnwood Municipal Code.

It is the responsibility of the applicant to contact the Underground Location Center at 1-800-424-5555 (or dial 811) **48 hours prior** to starting work.

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. This application does not constitute approval of permits and/or work to be performed. For specific fee information, see LMC 3.104 or check the fee schedule available online or at our office.

Signature of Applicant/Agent:	Date:	
-		
Signature of Property Owner:	 Date:	